



APPLICATION FOR UNLICENSED OFFICE STAFF-ASSISTANT

Name: First _____ M _____ Last _____

Start Date: ____/____/____ Maiden Name _____

Company Name: _____

Office Address: _____
Street, PO Box) City) State) Zip)

Office Phone: ____-____-____ Office Fax: ____-____-____

Main Office Email: _____

Staff Email: _____
(Must be an active unique email and cannot be the same as the main office email)

Have you previously held a position with an office that has/had a GLAR or other Association membership? ____ YES ____ NO

If yes, name of office and position held _____

Do you have an active Real Estate license? ____ YES ____ NO If yes, please attach a copy of license to application.

I will be working on behalf of: *(please check one)*
___ The Entire Firm (Main office and Branch offices): _____
Office City Location(s) include: _____
___ One Office (please specify): _____
___ Single Agent or Team* (please specify): _____
****(Watch for email that will show how to set up teams, work with Matrix add/edit, and other videos)*

Designated Broker Use Only:
MLS Office Staff Permission Choose One:
___ **Office Broker:** Edit access to **All** listings within the Brokerage (usually office staff).
___ **Agent/Edit:** Can add and edit Single Agent or Team's listings (must be added as team member).
Unlicensed assistant access is available only to an assistant who is not licensed as a real estate broker, salesperson, or appraiser, but has access to the MLS data working on behalf of an RMLS participant or subscriber.
CHOOSE ONE FOR OFFICE STAFF'S MLS ACCESS _____ **MATRIX** _____ **FLEX**
Permission to Access: ___ ShowingTime ___ SentiLock *(cannot use app without purchasing a lease)*

Broker Certification

I am approving MLS access for the person named above. I will notify my Association immediately when the person named above becomes a licensed agent or appraiser or is no longer engaged by me or my business. If the individual becomes licensed, membership with the Association is required. I further acknowledge that I will be liable for any unauthorized usage of the MLS system as outlined in the RMLS Rules and Regulations.

Designated Broker's Name: _____

Designated Broker's Signature: _____

New Office Staff-Assistant Signature: _____

Signature Date: ____/____/____

Last Name: _____
First Name: _____